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# TRADED READINGS IN REGG SHORTHAND



MACE MARGARET HUNTER



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Graded readings  
in Gregg shorthand

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# Graded Readings in Gregg Shorthand

By ALICE MARGARET HUNTER

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THE GREGG PUBLISHING COMPANY

New York

Chicago

San Francisco

SHORTHAND PLATES WRITTEN BY  
GEORGIE GREGG

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## INTRODUCTION

*Don. Rehabilitation Dept. U.C.S.B. 1923.*

GRADED READINGS is a collection of graded letters and short stories and articles designed to supplement the GREGG SHORTHAND MANUAL. It is especially adapted for use in Junior high schools and with classes of younger students, though it is believed that the book will meet the requirements of any shorthand class, and that it will add value, interest and variety to the work.

Shorthand teachers have long recognized the need for simple, interesting well-graded reading material which could be used from the very beginning of the work. GRADED READINGS will meet this need.

The material on the first three lessons consists of short paragraphs. Simple letters are introduced in Lesson Four, and Lessons Four and Five are a combination of shorthand paragraphs and easy letters. The material on Lessons Six to Ten inclusive is made up wholly of easy business letters. In Lesson Eleven simple literary matter is introduced, and the material from this point on through Lesson Twenty is a combination of business letters and literary matter.

There are six pages of shorthand on each lesson in the MANUAL. The shorthand plates on the first five lessons are written in a large, bold style, as it is believed that this is much easier for beginners to read, as the forms stand out much more clearly and consequently make a deeper and more lasting impression. Smaller notes have been used from Lesson Six on to familiarize the student with the proper writing size.

The material on the first lessons is necessarily very simple in character on account of the limited vocabulary. The introduction of shorthand in the grades and in Junior high schools has created a demand for some material of this kind and older students will readily understand the necessity and the advantage of simple, connected matter in the early stages of the work.

Names and addresses are introduced in some of the letters in Lesson Four, and from Lesson Seven on the names of states are used. As the shorthand form in most cases follows the longhand abbreviation, students will have no difficulty in reading these state names and their introduction makes it possible to assign the letters for exercises in transcription and arrangement as soon as the students are far enough advanced in typewriting to do the work.

The method in which this book is used must be determined by the needs of the class and the time at the teacher's disposal. In some schools it will be used as supplementary reading work, one period a week being devoted to it. It may be used either for sight reading or assigned as home work for class reading and dictation material. The material will be found well adapted for blackboard dictation, either as new or practiced matter.

In classes where the conditions make possible little or no outside preparation, GRADED READINGS will be particularly welcomed by the teacher, as it is in these classes that it is difficult to hold the pupils' interest and to show them that they are progressing from day to day. It is always a great source of encouragement to students to find that they are able to read fluently, and particularly that they are able to read and write simple letters and simple connected matter long before they have completed their study of the principles.

Some teachers believe that more can be accomplished in both reading and writing shorthand by having students do much reading and little writing practice during the first few weeks. Correct forms are firmly fixed through reading. The simple characters are memorized and the rules for joining them become familiar to the students by seeing them applied in many simple words. The exponents of the theory believe that when students begin to write after a few weeks they do so readily, and that their initial writing is much better both in style and in theory. This method of course necessitates a period of intensive writing drill when writing is once begun.

Sample pages of GRADED READINGS have been used in the public schools in Columbus, Ohio, and in Oakland, California, with classes of young students with gratifying results. They have been used with older pupils in the Bushwick and Julia Richman High Schools and in the War Emergency Courses, New York City, and in Gregg School, Chicago. We believe that the completed book will find a place of its own in classes in Gregg Shorthand and that its use will mean more rapid development in both the reading and the writing ability of shorthand students.

The selections on commercial products are based on "Industrial-Commercial Geography of the United States," by L. C. Rusmiser (The A. N. Palmer Company), and the sketches of the lives of prominent Americans on material found in "The Makers of Our History," by John T. Faris (Ginn and Company).

The fables used from Lesson Eleven on were adapted from Æsop's Fables. Acknowledgment is also due Mrs. J. P. Peterson, Humboldt College, Minneapolis, Minnesota, for "A Vacation Trip," on which the geographical drill in Lesson Twenty is based.

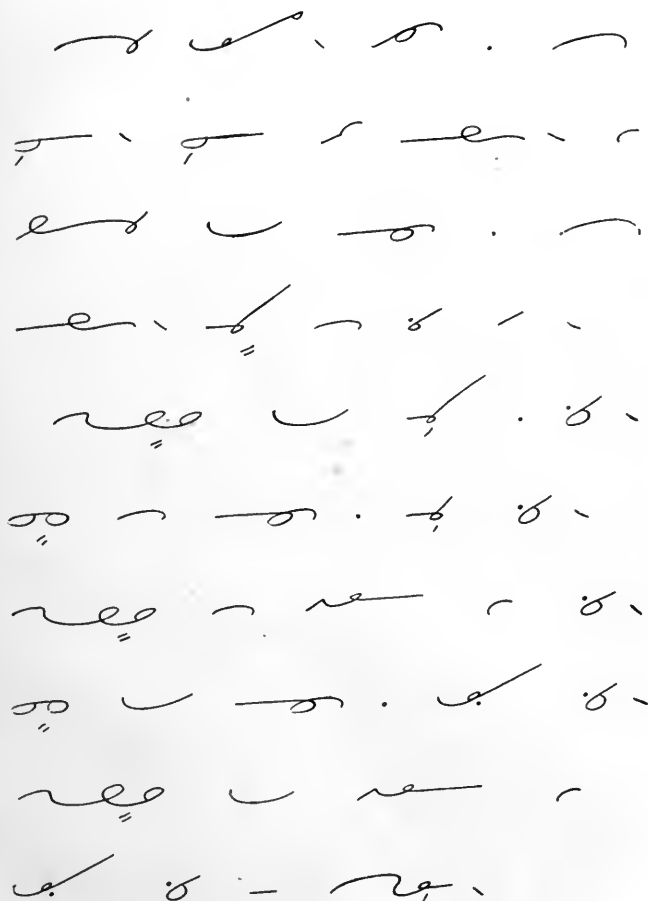


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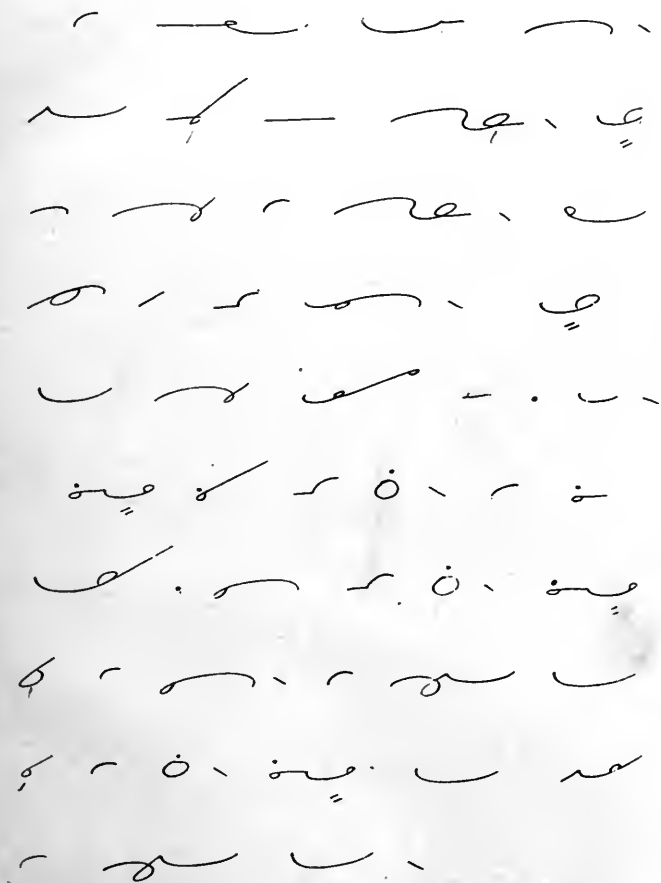
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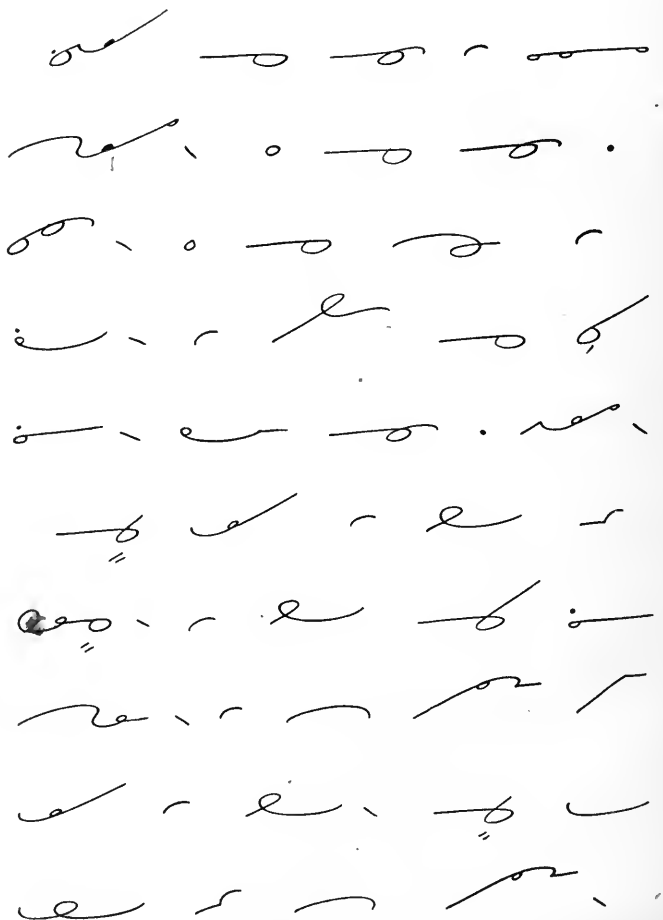
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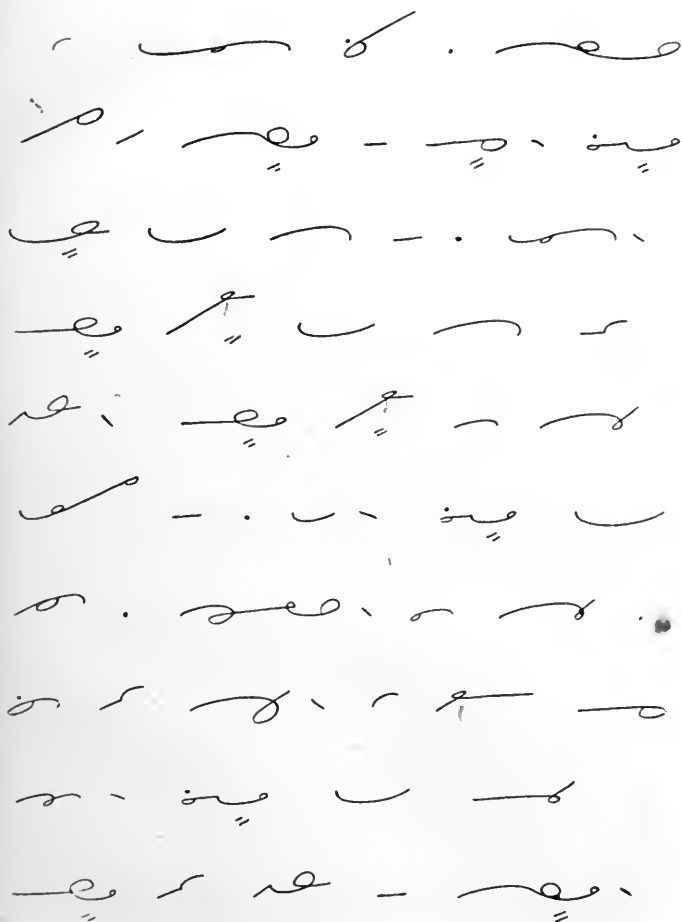
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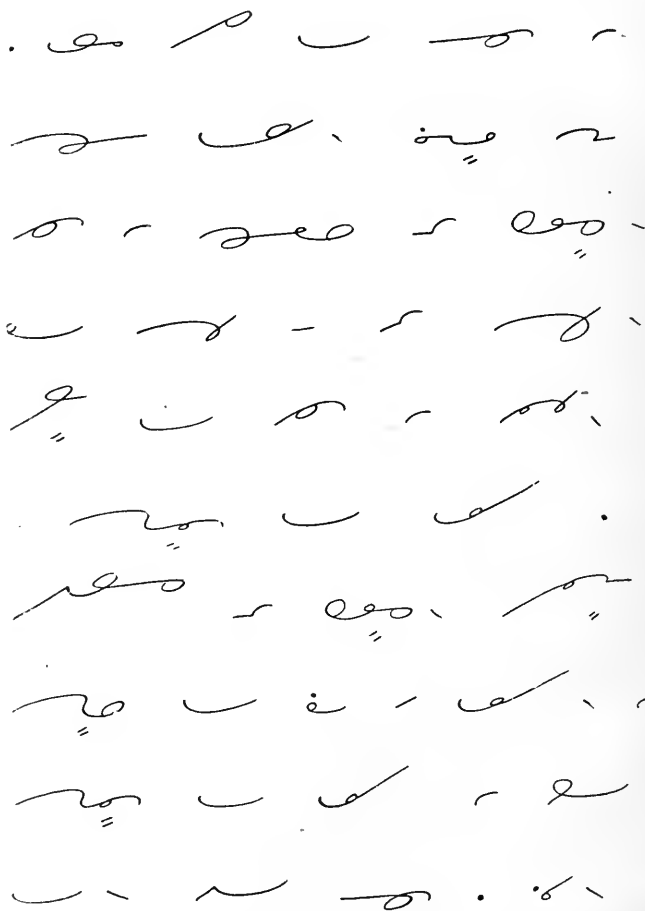






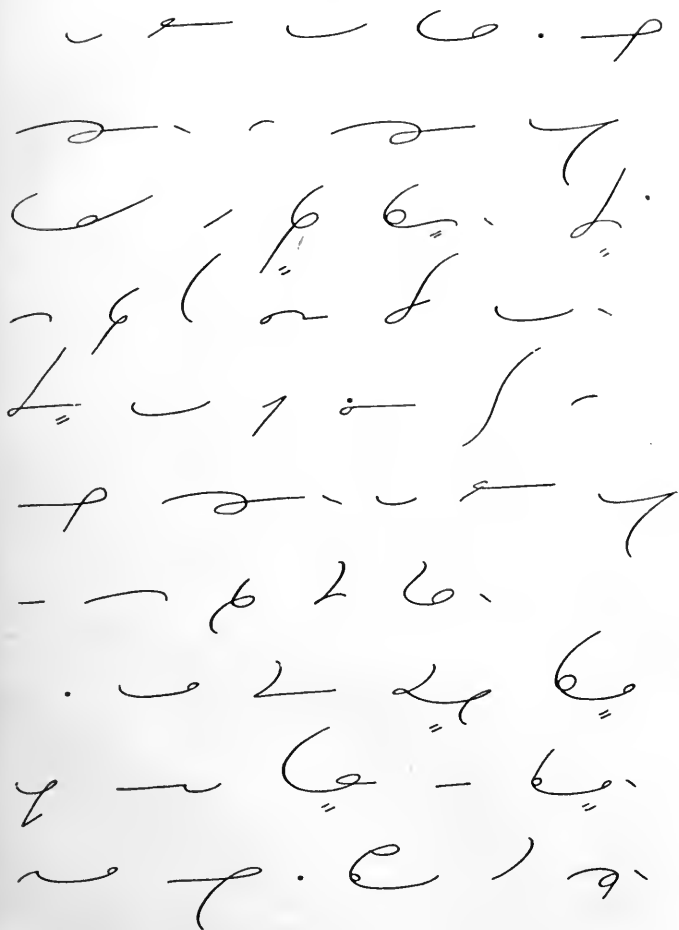








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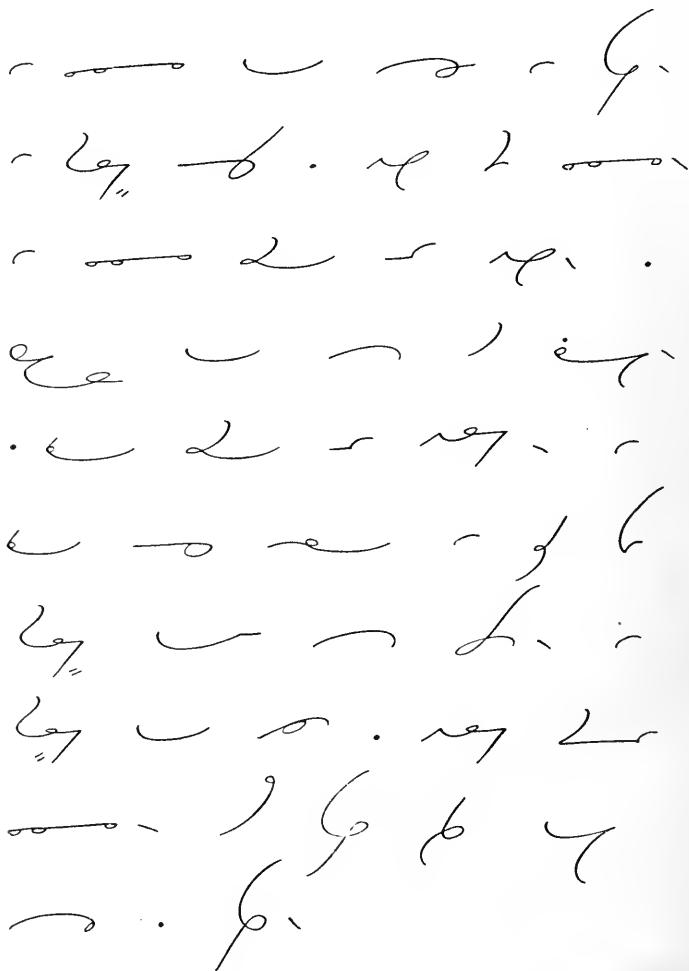


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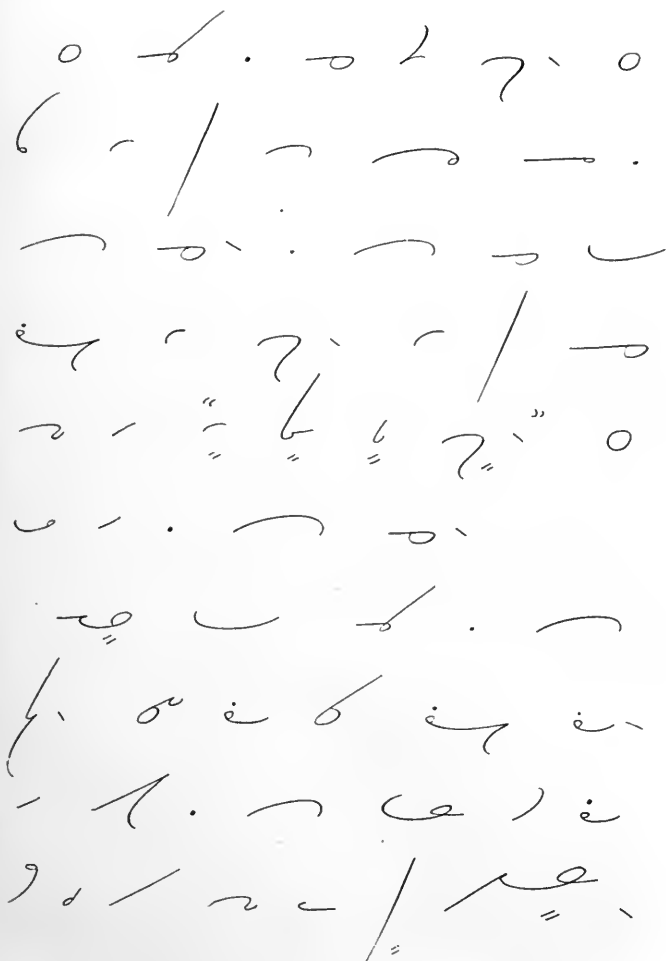
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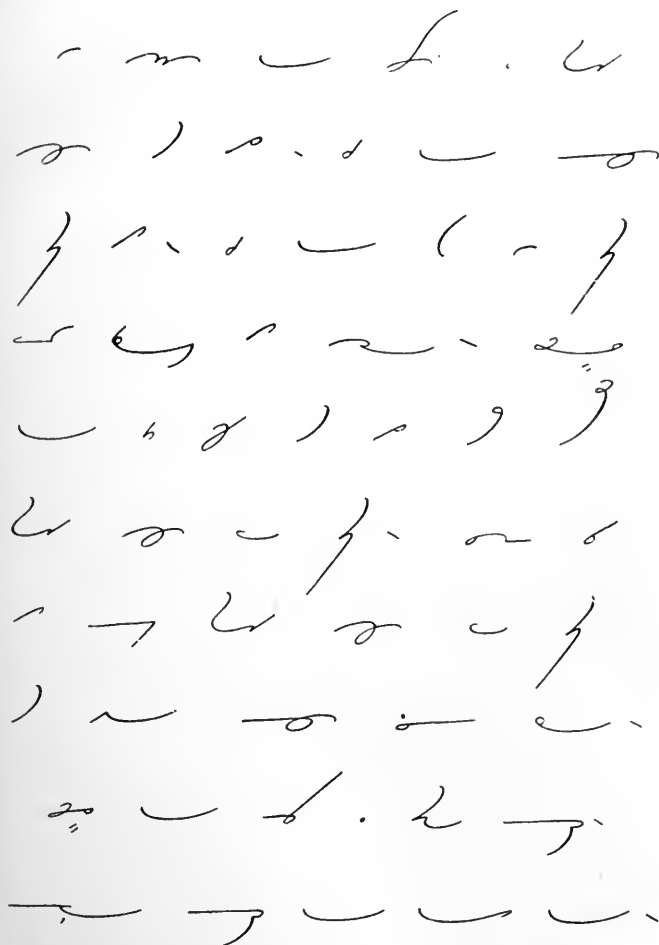
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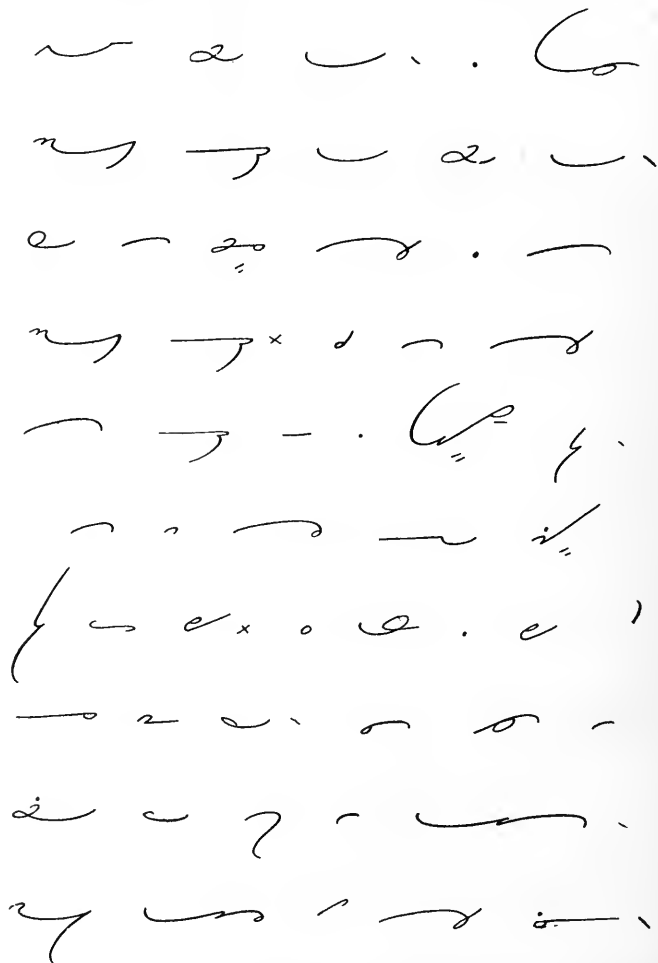
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# FOURTH LESSON





## THE PONY

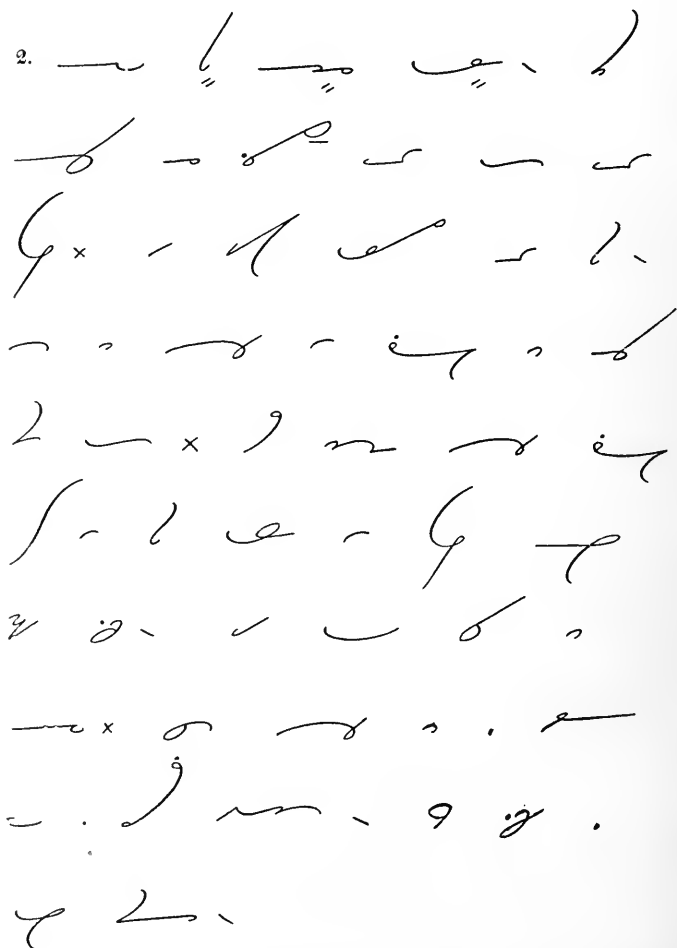
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 d t - i  
 e r f,



## BUSINESS LETTERS

1. *Dear Sir,*  
*I have the honor*  
*to acknowledge the receipt*  
*of your letter of the 10th*  
*inst. in relation to the*  
*order for the purchase of*  
*the same. I am sorry*  
*that I cannot comply with*  
*your request at this time*  
*as the goods are not in*  
*stock.*



# FIFTH LESSON

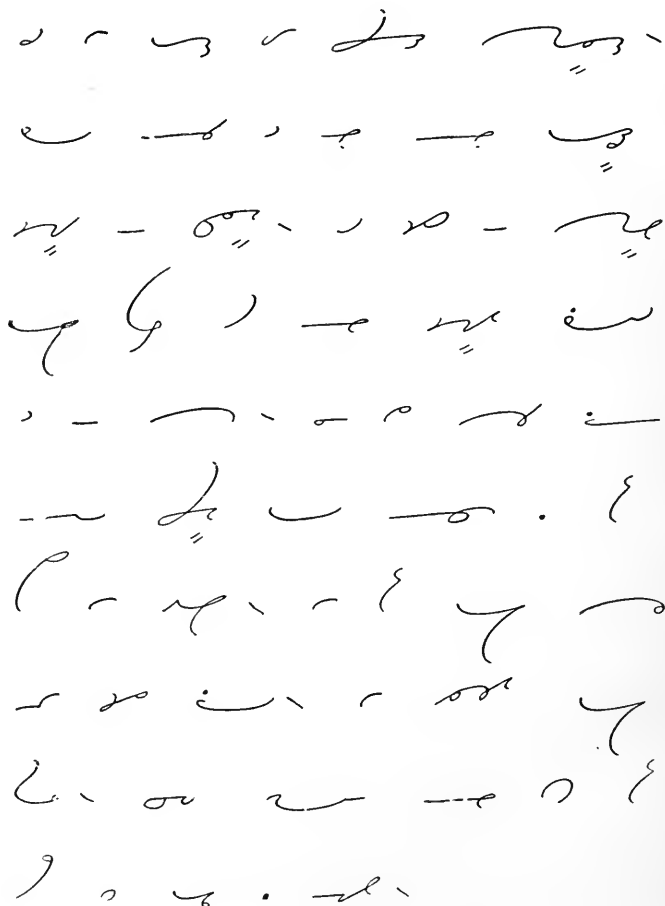
o / , s . e g  
 L n . o g o - r -  
 n o o f . g , g , e  
 - o d r L e o  
 r g , p .

e r e e g . f  
 e o g e n . o  
 b . b e r , , r e  
 f n . o e . g e  
 - r b .

e e y , c a . i  
 h e n e n d e  
 u o . { p e  
 n - - b - e e  
 a u a . a - d u  
 e . e L e " e"  
 n b u o .  
 e L e o e b  
 o o o o o  
 n b - - a -

## A TRIP

a E — f h —  
 o . — r — e —  
 1 p — o — — — e —  
 r f — h e . .  
 r b — e — o —  
 v i — — —  
 1 t — — e  
 — i . e — b —  
 t e — — o — e



## BUSINESS LETTERS

[illegible]

4. — i e e e e — o /  
 r r . b e s b / — o  
 f . b e d d s / e e —  
 d o a e — r r d d / —  
 o b e e s e d e —  
 a r r r s r e e — /  
 — r r x / — r r / —  
 b / — x e r r / —  
 s x r e / . y e — o —  
 g : e e e e e e e e  
 . b e e s e e e e e e  
 — e e e —



# SIXTH LESSON

## BUSINESS LETTERS

5. / - 6 - 7 - 8 - 9 - 10 -  
 11 - 12 - 13 - 14 - 15 - 16 -  
 17 - 18 - 19 - 20 - 21 - 22 -  
 23 - 24 - 25 - 26 - 27 - 28 -  
 29 - 30 - 31 - 32 - 33 - 34 -  
 35 - 36 - 37 - 38 - 39 - 40 -

6. / - 2 - 3 - 4 - 5 - 6 -  
 7 - 8 - 9 - 10 - 11 - 12 -  
 13 - 14 - 15 - 16 - 17 - 18 -  
 19 - 20 - 21 - 22 - 23 - 24 -  
 25 - 26 - 27 - 28 - 29 - 30 -  
 31 - 32 - 33 - 34 - 35 - 36 -

7. / o i o , p b . d {  
 r p , , , n i {  
 - h 2 x o . 7 o o b / {  
 - ) i . h n o d . e i e .  
 o ) ~ / 7 e . i . h
8. / a b . ) . h 2 t 3 ,  
 b , - o , o u , b - b ,  
 , y , x , , , h - )  
 ( - 2 , y , ) - o , e  
 e u u L ) . h u . e p  
 y , d - e b 2 7 - d
9. / 2 o ! . e - x -  
 f - 2 b . x o b n f . o u r

n a n e . n . n . j e r  
 j . . n b . h l e r r  
 y . j d k . o u r h r  
 . n e . . n b . n

10. f l p y - n - g

n o o e n k n .

n e . n o l . a n

. h n . h e u n . o

b e n i n t n o n

h p n e n . n d

y n n . l . h

11. f . n o b . j . b n n

l e b x o n b o a n



n r e b j u z u r p l a  
 o n o . n y z o c i  
 n e i i i

13.

n l e r l o b . n  
 n r p r l o r d . n  
 n n \ n e s - l i x n d  
 v n d i x a n p , o n x  
 v l o b l d e o n x  
 l o b - d x o n o o o  
 a d b n 9 b n - d .  
 n v o i o n x o b o . n  
 o n ? - d l . l n ?  
 n n v n n l i x b

[illegible]

# SEVENTH LESSON

## BUSINESS LETTERS

15. *123456789*  
*10111213141516*  
*17181920212223*  
*24252627282930*  
*31323334353637*  
*38394041424344*  
*45464748495051*  
*52535455565758*  
*59606162636465*  
*66676869707172*  
*73747576777879*  
*80818283848586*  
*87888990919293*  
*949596979899*

16.

T n i y , e b h e  
 u x z o r . o . u i .  
 a i b m g - n u j a p  
 u b u l e r o - n b  
 m g i j r o b g r o b j  
 - r a o u - g - n i n .  
 l ( a . e . m e f ) r  
 e r s j o u x - i b  
 r - b b b j m h j ,  
 r - r b b h o f ,  
 m o r f o m y . a  
 i j i j j o u l o r  
 f - h r j l e e d . j



17. / - - - - / . C - -  
 o n o . - - 6 - - 6 . 1 6 .  
 e . 9 . 2 o - - f i a - -  
 - 1 6 . 2 . i i d . f -  
 s o , - - 6 - - m a - -  
 . - - 6 m o l e r e  
 - - f - - e 1 6 / )  
 - - f - - 2 . 1 1 - . 1 6  
 d - - o - 9 - - 6  
 - 1 . o o d l i - y -  
 f e s p r - 2 - - i . f  
 g - - 1 - - m a - - o 6  
 o y - - 6 1 6 . -







# EIGHTH LESSON

## BUSINESS LETTERS

21. / o o , P r r r r ,  
 w l r i s o l o b  
 r s l o , o o o o o , h  
 r r h l h l e , P e i  
 n n o b o r r i e f r d  
 h i r r r r r r r r ,  
 k e r r r r r r r r o  
 s l o l o r r r r r r  
 r o h l n r r r r r d ,  
 w e y o o o . d h o b l  
 w l n r r r r r r r r r  
 c r f o r r r r r r r h



23. / - b<sub>i</sub> - b<sub>i</sub> - i - y - o - n - d - y  
 - a - e - e - y - i - e - e  
 m - n - r - b - l - z -  
 d - r - s - r - n - l - n  
 b - n - d - b - l - e - e  
 e - r - n - e - r - n -  
 e - e - l - n - e - s -  
 - f - s - b - e - n - s - o -  
 b - a - s - i - r - y - l -  
 - e - - - e - l - o - d -  
 - n - e - - - l - o - d -  
 - l - o - o - i - e - y - e  
 - n - e - f - o - e - n -

24. *Handwritten cursive script, likely a sample of a specific dialect or style, showing various letter forms and ligatures.*  
*[The text continues with approximately 12 lines of cursive handwriting, which is difficult to decipher due to its stylized nature.]*



[illegible]



# NINTH LESSON

## BUSINESS LETTERS

27.

I have the pleasure  
 to acknowledge the receipt  
 of your letter of the 12th  
 inst. in relation to the  
 matter of the 12th inst.  
 and in reply to inform you  
 that the same has been  
 forwarded to the proper  
 authorities for their  
 consideration. I am,  
 Sir, very respectfully,  
 Yours, very truly,  
 J. H. Smith



[illegible]

30. / n y n l e u e s  
 r o u t h t n - w . : q u .  
 u l . - f i g l - u e s i  
 r i g n h . o s " r o m m  
 / z h i s l e u s f - f -  
 n i s l e u s e o o z  
 - i n l e - r o u e r  
 e i r - p o u - " o b o v  
 j a n h m a e s l e u h  
 j a n h e u o o - r y  
 j a n h e u o o - r y  
 r b j d - i m e u r - r  
 i o m n ! o n e . d b n l x e  
 i n e r - r - r e u l p  
 o h l d e u r l

31. — i e e e — / — b —  
 c — e e e — m o p —  
 c — i — e — / — b — j —  
 — a — c — e — s — o — i — o — s —  
 e — o — c — e — u — s — o —  
 — j — — — p — b — e — e —  
 — — — e — i — e — c — e —  
 — o — l — e — m — e — f — — —  
 c — e — u — e — b — e — e —  
 j — c — e — i — l — l — j — — —  
 p — r — o — e — s — s — e —  
 — e — l — e — i — — — e — e —  
 — j — b — e — e — — — x — j — — —  
 — — — o — o — — — e — b —  
 — e — j — e — e — b —

32. — l y m e r r — b  
 ) l m , ( s m r r — l  
 o l l y , s — l r r l  
 r e l — m o , o , u —  
 e d f l e a n e , l e u —  
 — r u — r — r — l e  
 r e r — r , l o l r i g w  
 n r o e r — — r p l y .  
 r e n r — b l o . j l  
 o e n n l o o l e r r r  
 o m . n r e , l h e e r  
 u j o . d l d r — u . e r  
 l y , i n e l e s , j — r  
 h r o l — o y r r o r  
 l r e o o n e r r



# TENTH LESSON

## BUSINESS LETTERS

33. O L. C. 17. n. h. ) 5880,  
 10 20 30 40 50 60 70 80 90 100  
 110 120 130 140 150 160 170 180 190 200  
 210 220 230 240 250 260 270 280 290 300  
 310 320 330 340 350 360 370 380 390 400  
 410 420 430 440 450 460 470 480 490 500  
 510 520 530 540 550 560 570 580 590 600  
 610 620 630 640 650 660 670 680 690 700  
 710 720 730 740 750 760 770 780 790 800  
 810 820 830 840 850 860 870 880 890 900  
 910 920 930 940 950 960 970 980 990 1000

34. / - o o r y - n o u  
 1. e l g o d r e e  
 e e e e - / u n e h e  
 u n n e o l e n ,  
 . h e r e x e b r e n  
 . / n n y l e n e  
 . h e r y o r d r e  
 u n e o r k - l l  
 n ( e e b - e ) u n  
 n n e o l l e s .  
 e l e r e r e r e ,  
 e l e n o l e n o e  
 e n e e e e e  
 e n e e e e e  
 h e e n e e e e

35. / n e . d . q / o . e .  
 / u f . o o e u u u e b  
 o e / . u d ( i q n b .  
 u e . d o / n q e u u  
 u f . o e u u u u u u .  
 r q i ) u e u r / ( 2  
 n i b . l e u o u . i b  
 ) , u q u d u u u u b  
 u ) , u e . u f u e . l i d  
 u i t h = q / u u u e =  
 q i : 10 l 2 , i 15 l 1 1/2 ; 20 l  
 l , u u o u e u f u u o  
 u d ) / ( q 2 u u u q  
 u u u l q , f d u u u  
 l f . u e u u u u u b

36. / 9. 3 a m h i n w f r  
 9' . u u 6 e u . u u i  
 u - 6 / 8 / 29 / 30 - u ,  
 . 7 v h - 6 o y { - . u u  
 2 7 . 3 h ? 1 0 } 2 u u  
 n n . u 6 - - u u n -  
 v e u 9 . h e n n y f r  
 v d u 1 h u = u . u u u  
 . y x u 3 / u . o 7 - 6  
 v d i e r o o 6 o 6 o .  
 3 u r f . 2 e . e r y  
 i n 9 . r - u t y e  
 . . u u r f . 1 o o r s s  
 o s o - 6 / n m u u u  
 a x 4 / o r o . u u h

37. *[Handwritten text, mostly illegible due to extreme cursive and fading]*

38.

38. *[Handwritten musical notation on a single staff, consisting of various notes and rests.]*

# ELEVENTH LESSON

## BUSINESS LETTERS

39. *f m o l u n d 9*  
*p e i p. y u r n s - m*  
*e - 6 x - 5 m o e ) 3<sup>50</sup>*  
*1 - 5 m ) 3<sup>25</sup> - 1 6 -*  
*6 1 . 50, 1 m 5, 1 p,*  
*6, 9 m, 1 6, 2 m o 3/*  
*r r o, 3/ 1 u n / 1 m.*  
*1 1 - 6 1 - 6 a - o r*  
*6 m 3 a e i y n - m 1.*  
*m. r - 1 9. 6 m 1 n 2 u*  
*- 6 2 y - r n r o 1 3/*  
*p. n n - d . n . . 2 ) 4*  
*y. 2 d . . . 1 n - o 6. 6 - r*  
*n p - o 9. 4 m o y x 6*

40. ~ y z x c t - z h  
 ) / n , ( e m l ~ u u  
 o o g o - c o o ( ) o n  
 d u e y y m b c b -  
 o g o o o ( 5 o o o o  
 r l - y j . u , b e n .  
 g ~ h i g . - u u m b  
 j u - u ) r l g r l  
 r , u u b o o o 2 . l . g ,  
 b - o u , u o b ( . l m , o  
 G , t n - g o - u v a . l {  
 ) e ( u u u u u b { o u {  
 b m . o l . n ) . y n v  
 ( u j h ) u u o u o l  
 u y m . G o o d u . h



41. *My dear Mr. Brown,*  
*I have the pleasure to*  
*acknowledge the receipt of*  
*your letter of the 12th inst.*  
*in relation to the*  
*matter of the*  
*estate of the late*  
*John Doe, deceased.*  
*I am sorry to hear of*  
*his death, and am*  
*glad to hear that you*  
*are well.*  
*I am, Sir, very*  
*respectfully,*  
*Your obedient servant,*  
*J. B. Smith.*

## THE DOG AND HIS SHADOW

. f b . - , s . f u s e n  
 . n e ( m u . c e - v . - o i  
 . o n g r f a . r f u - o -  
 , s - y w o o u . v  
 - r - o . f . i . o -

## THE CROW AND THE PITCHER

. n e s s e e s e  
 o b . f e g - v - u .  
 e s ) v o f g ) s y  
 - o f - f ( u i ) e  
 - e n e - o . n e -  
 L . e - i s f ( o -  
 - v d y - y ) e e n ,  
 , - " e s e n "

## THE HARE AND THE TORTOISE

- e i s p r s s ) ( e e  
 e e b e r . . e - e e r  
 e 2 . h s r h e h s  
 e e / s n r r - e g e s  
 e e e d e b - e s e s e r  
 e e e - . s e e e . e  
 s o e e - e p ( e s e e  
 e s - e e e e s e e  
 e e e e e e e e e e e  
 e - e - e s e e e e e e  
 e e e e e e e e e e e  
 e e e e e e e e e e e  
 e e e e e e e e e e e  
 e e e e e e e e e e e

## THE LION AND THE MOUSE

. ١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

# TWELFTH LESSON

## BUSINESS LETTERS

42. b h n o r e g l - r  
 - e e s e l l h s j i b o  
 n - r r g o r e o o l o  
 i g e o - l n b n - r  
 ( ) e r ) , > n e ) e g  
 , r ) e , ) e , r b e e r  
 o o n r e e o o - n n  
 ) e n r r r - g l -  
 s r e y r r ( g - b l ,  
 ) ( ) e ( o r n - e - s  
 ) n e ) y . r - ) ) h ?  
 , s r - e n e r , ,  
 , h y e s b e n - , e  
 o o n o n g - r

43. The  
 oblique line is a line  
 which is drawn from the  
 top left corner to the  
 bottom right corner of a  
 square. It is used to  
 divide a square into two  
 triangles. The line is  
 called the diagonal of the  
 square. It is also called  
 the hypotenuse of the  
 right-angled triangle.  
 The diagonal of a square  
 is equal to the side of the  
 square multiplied by the  
 square root of two. This  
 is because the diagonal  
 forms the hypotenuse of a  
 right-angled triangle with  
 sides of equal length.  
 The diagonal of a square  
 is also the line of symmetry  
 of the square. It divides  
 the square into two  
 congruent triangles.

[illegible]

## THE GOOSE WITH THE GOLDEN EGGS

The goose with the golden eggs  
 was very rich and  
 had many children.  
 One day he found  
 a golden egg.  
 He was very  
 happy and  
 showed it to  
 his children.  
 They were  
 very  
 surprised.  
 He told  
 them that  
 he had found  
 a golden egg.  
 They were  
 very  
 happy.  
 He told  
 them that  
 he had found  
 a golden egg.  
 They were  
 very  
 happy.  
 He told  
 them that  
 he had found  
 a golden egg.  
 They were  
 very  
 happy.





## COTTON

1 2 3 4 5 6 7 8 9 10 11  
 12 13 14 15 16 17 18 19 20 21  
 22 23 24 25 26 27 28 29 30 31  
 32 33 34 35 36 37 38 39 40 41  
 42 43 44 45 46 47 48 49 50 51  
 52 53 54 55 56 57 58 59 60 61  
 62 63 64 65 66 67 68 69 70 71  
 72 73 74 75 76 77 78 79 80 81  
 82 83 84 85 86 87 88 89 90 91  
 92 93 94 95 96 97 98 99 100 101  
 102 103 104 105 106 107 108 109 110 111  
 112 113 114 115 116 117 118 119 120 121  
 122 123 124 125 126 127 128 129 130 131  
 132 133 134 135 136 137 138 139 140 141  
 142 143 144 145 146 147 148 149 150 151  
 152 153 154 155 156 157 158 159 160 161  
 162 163 164 165 166 167 168 169 170 171  
 172 173 174 175 176 177 178 179 180 181  
 182 183 184 185 186 187 188 189 190 191  
 192 193 194 195 196 197 198 199 200 201  
 202 203 204 205 206 207 208 209 210 211  
 212 213 214 215 216 217 218 219 220 221  
 222 223 224 225 226 227 228 229 230 231  
 232 233 234 235 236 237 238 239 240 241  
 242 243 244 245 246 247 248 249 250 251  
 252 253 254 255 256 257 258 259 260 261  
 262 263 264 265 266 267 268 269 270 271  
 272 273 274 275 276 277 278 279 280 281  
 282 283 284 285 286 287 288 289 290 291  
 292 293 294 295 296 297 298 299 300 301  
 302 303 304 305 306 307 308 309 310 311  
 312 313 314 315 316 317 318 319 320 321  
 322 323 324 325 326 327 328 329 330 331  
 332 333 334 335 336 337 338 339 340 341  
 342 343 344 345 346 347 348 349 350 351  
 352 353 354 355 356 357 358 359 360 361  
 362 363 364 365 366 367 368 369 370 371  
 372 373 374 375 376 377 378 379 380 381  
 382 383 384 385 386 387 388 389 390 391  
 392 393 394 395 396 397 398 399 400 401  
 402 403 404 405 406 407 408 409 410 411  
 412 413 414 415 416 417 418 419 420 421  
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 452 453 454 455 456 457 458 459 460 461  
 462 463 464 465 466 467 468 469 470 471  
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 532 533 534 535 536 537 538 539 540 541  
 542 543 544 545 546 547 548 549 550 551  
 552 553 554 555 556 557 558 559 560 561  
 562 563 564 565 566 567 568 569 570 571  
 572 573 574 575 576 577 578 579 580 581  
 582 583 584 585 586 587 588 589 590 591  
 592 593 594 595 596 597 598 599 600 601  
 602 603 604 605 606 607 608 609 610 611  
 612 613 614 615 616 617 618 619 620 621  
 622 623 624 625 626 627 628 629 630 631  
 632 633 634 635 636 637 638 639 640 641  
 642 643 644 645 646 647 648 649 650 651  
 652 653 654 655 656 657 658 659 660 661  
 662 663 664 665 666 667 668 669 670 671  
 672 673 674 675 676 677 678 679 680 681  
 682 683 684 685 686 687 688 689 690 691  
 692 693 694 695 696 697 698 699 700 701  
 702 703 704 705 706 707 708 709 710 711  
 712 713 714 715 716 717 718 719 720 721  
 722 723 724 725 726 727 728 729 730 731  
 732 733 734 735 736 737 738 739 740 741  
 742 743 744 745 746 747 748 749 750 751  
 752 753 754 755 756 757 758 759 760 761  
 762 763 764 765 766 767 768 769 770 771  
 772 773 774 775 776 777 778 779 780 781  
 782 783 784 785 786 787 788 789 790 791  
 792 793 794 795 796 797 798 799 800 801  
 802 803 804 805 806 807 808 809 810 811  
 812 813 814 815 816 817 818 819 820 821  
 822 823 824 825 826 827 828 829 830 831  
 832 833 834 835 836 837 838 839 840 841  
 842 843 844 845 846 847 848 849 850 851  
 852 853 854 855 856 857 858 859 860 861  
 862 863 864 865 866 867 868 869 870 871  
 872 873 874 875 876 877 878 879 880 881  
 882 883 884 885 886 887 888 889 890 891  
 892 893 894 895 896 897 898 899 900 901  
 902 903 904 905 906 907 908 909 910 911  
 912 913 914 915 916 917 918 919 920 921  
 922 923 924 925 926 927 928 929 930 931  
 932 933 934 935 936 937 938 939 940 941  
 942 943 944 945 946 947 948 949 950 951  
 952 953 954 955 956 957 958 959 960 961  
 962 963 964 965 966 967 968 969 970 971  
 972 973 974 975 976 977 978 979 980 981  
 982 983 984 985 986 987 988 989 990 991  
 992 993 994 995 996 997 998 999 1000 1001  
 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011  
 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021  
 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031  
 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041  
 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051  
 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061  
 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071  
 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081  
 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091  
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 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111  
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# THIRTEENTH LESSON

## BUSINESS LETTERS

45. — — — — —

Dear Sir,  
 I have the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the matter of the 1st inst. and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. I am, Sir, very respectfully,  
 Yours truly,  
 J. M. P. 26

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 — — — — — — — — ③ .

$\frac{1}{\sqrt{x}} = x^{-1/2}$

$$\begin{aligned} \frac{d}{dx} x^{-1/2} &= -\frac{1}{2} x^{-3/2} \\ &= -\frac{1}{2} \cdot \frac{1}{x^{3/2}} \\ &= -\frac{1}{2} \cdot \frac{1}{x^{\frac{3}{2}}} \\ &= -\frac{1}{2} \cdot \frac{1}{x^1 \cdot x^{\frac{1}{2}}} \\ &= -\frac{1}{2} \cdot \frac{1}{x \sqrt{x}} \\ &= -\frac{1}{2x\sqrt{x}} \end{aligned}$$

(4.)

The derivative of  $y = \frac{1}{\sqrt{x}}$  is  $y' = -\frac{1}{2x\sqrt{x}}$ .

## THE FOX AND THE CROW

. h m i . n y c o g o . f u d  
 - i h ) n r b y u . n - " a )  
 - g o . h " d e e d i . n  
 l r k i r n - " n p n e n "  
 o d - " o u m . p i o n e  
 u n d i ; o b n o o z s o .  
 b n b o u r b f n n p ;  
 u e l a a l o o o n  
 n a z u b " r n y l i  
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 e l ( e h - " p u l " d o -  
 " o e d - i t d e n n . b e  
 d l l = n n n e n "

## THOMAS JEFFERSON

[illegible]

## SILK

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 a d e s o l l y o r  
 n o m p o g - p u e l  
 b m l e n p o y u -  
 l o 20 m e n e e u - d o  
 p r o r n y l e u e n  
 n 4 f s p r e n = r o  
 e y e l - - e m  
 f - - y y o l h n  
 l e m - - d o r m e s  
 l b l i s m e m d  
 s f l e - e b g o s  
 s p l e n e e  
 - - r o s o s m e -



# FOURTEENTH LESSON

## BUSINESS LETTERS

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*7 no d r 6 > w r p n*  
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*r - d' r - 2 e - p e,*  
*. n 2 - e y o u - n o*  
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*6 - e e u e d. e d, e*  
*r. o d r r - e r n d*  
*1 2, 6 y d, d -*  
*(. . 2 - e n y 1 h r*  
*? u e n o n y e y -*  
*- d. e n, e p o - n*  
*d e - n n a - h*



[illegible]

## THE OLD MAN AND HIS SONS

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## ALEXANDER HAMILTON

[illegible]



## FIFTEENTH LESSON

## BUSINESS LETTERS

[illegible]





52. *[Handwritten text in a cursive script, likely a letter or document.]*

## THE POWER OF FABLES

[illegible]

## JOHN QUINCY ADAMS

I have been thinking of you very much  
 and wondering how you are getting on.  
 I hope you are well and happy.  
 I have been very busy lately,  
 but I have managed to find some time  
 to write you a few lines.  
 I have been thinking of you very much  
 and wondering how you are getting on.  
 I hope you are well and happy.  
 I have been very busy lately,  
 but I have managed to find some time  
 to write you a few lines.  
 I have been thinking of you very much  
 and wondering how you are getting on.  
 I hope you are well and happy.  
 I have been very busy lately,  
 but I have managed to find some time  
 to write you a few lines.



## BUSINESS LETTERS

5. 6. 1. 1

54.

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 / o. a. g. — ! . a. o. , o. o. b. b.  
 t. — u. d. f. p. r. l. , u. /  
 k. b. r. u. d. u. r. k. k. r.  
 r. o. g. r. ! p. , g. u. e. r. ,  
 r. o. b. e. a. o. g. / e. r.  
 r. o. r. b. o. y. i. / b. — e  
 b. o. r. r. f. o. — t. — u. — k.  
 — e. . l. y. — c. o. r. o. ' .  
 o. b. u. r. r. y. o. z. , o. g. o.  
 y. r. r. / / . r. r. , b.



## THE WIND AND THE SUN

. The sun said to the wind,  
 I will win the contest.  
 I will make the traveler  
 remove his coat and hat,  
 and I will make the traveler  
 feel the heat of the sun.  
 The wind said to the sun,  
 I will win the contest.  
 I will make the traveler  
 feel the heat of the sun.  
 The sun said to the wind,  
 I will win the contest.  
 I will make the traveler  
 feel the heat of the sun.  
 The wind said to the sun,  
 I will win the contest.  
 I will make the traveler  
 feel the heat of the sun.  
 The sun said to the wind,  
 I will win the contest.  
 I will make the traveler  
 feel the heat of the sun.  
 The wind said to the sun,  
 I will win the contest.  
 I will make the traveler  
 feel the heat of the sun.



## DANIEL WEBSTER

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## IRON AND STEEL

The iron and steel  
 industry is one of the  
 most important in the  
 world. It is the basis  
 of many other industries,  
 such as the automobile  
 and the airplane. The  
 iron and steel industry  
 is also one of the most  
 profitable. It is a very  
 important part of the  
 economy. The iron and  
 steel industry is one of  
 the most important in  
 the world. It is the basis  
 of many other industries,  
 such as the automobile  
 and the airplane. The  
 iron and steel industry  
 is also one of the most  
 profitable. It is a very  
 important part of the  
 economy.

# SEVENTEENTH LESSON

## BUSINESS LETTERS

56. Over the year.

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 e y o m s r k u. b m  
 e p — u g s t l b m  
 e u l f o m k l m  
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 s — h . d f l m — y . e .  
 d , m . l h y u — m h —  
 . b o o . m y e h o d m  
 l h e o e x r

58. *[Handwritten text, likely a list or notes, mostly illegible due to cursive and fading.]*

## THE HONEST WOODMAN

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## GEORGE WASHINGTON

I was born on Feb. 22, 1732, at  
 Westmoreland County, Virginia.  
 My father was a planter and  
 a member of the House of Burgesses.  
 I was educated at the College of  
 William and Mary, and at the  
 Middle Temple, London.  
 I was admitted to the bar in 1759,  
 and practiced law for several years.  
 In 1773, I was elected to the  
 Virginia House of Delegates, and  
 in 1775, to the Continental Congress.  
 I was one of the signers of the  
 Declaration of Independence, and  
 served as President of the  
 Continental Congress from 1789 to  
 1797.

## COAL

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# EIGHTEENTH LESSON

## BUSINESS LETTERS

59. I am writing to you  
 to inform you of the  
 results of the examination  
 which you have just  
 completed. The results  
 are as follows: You  
 have passed the  
 examination with  
 distinction. You  
 have shown a  
 thorough knowledge  
 of the subject  
 and a high degree  
 of skill in the  
 practical application  
 of the principles  
 which you have  
 learned. You are  
 entitled to the  
 degree of Bachelor  
 of Science in  
 Business Administration.



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 n, s b ( e ) e s s s s r ? r o  
 . u / h e l ) . i . n .

## THE MONKEY AS A JUDGE

1. The monkey was a judge.  
 2. He was a very old monkey.  
 3. He was a very wise monkey.  
 4. He was a very kind monkey.  
 5. He was a very gentle monkey.  
 6. He was a very patient monkey.  
 7. He was a very understanding monkey.  
 8. He was a very forgiving monkey.  
 9. He was a very merciful monkey.  
 10. He was a very loving monkey.  
 11. He was a very caring monkey.  
 12. He was a very helpful monkey.  
 13. He was a very generous monkey.  
 14. He was a very kind-hearted monkey.  
 15. He was a very good monkey.

## ROBERT E. LEE

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# NINETEENTH LESSON

## BUSINESS LETTERS

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 x . z / z n . v n , o r / )  
 x n u o . u d . ( / z o  
 z u . - . d u ( r ) n  
 . / x . z . j - u z e o /  
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## THE WOLF AND THE LAMB

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 " n e ) . s e . "



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## PETROLEUM

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 e v e n x n r d  
 n l y i c n l o y a d  
 o y r i n u o n k y  
 l o n r e o y n b  
 o e i b j o i n o  
 e i b o x - l e i e  
 f o r - e n e l o d o  
 e s i d a i n i g  
 o i c n i e l f f  
 b o e o j . y n b  
 f - e n e l e n r  
 e o i e e x y

# TWENTIETH LESSON

## BUSINESS LETTERS

64. *Dear Sir,*

*I have the honor to acknowledge the receipt of your letter of the 10th inst.*

*in relation to the matter of the 10th inst.*

*and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.*

*I am, Sir, very respectfully,*

*Your obedient servant,*

*J. H. Smith*

*Per J. H. Smith*

*(Signature)*

*Very respectfully,*

*Your obedient servant,*

*J. H. Smith*

*Per J. H. Smith*

*(Signature)*

## ABRAHAM LINCOLN

6... 7... 8... 9... 10...  
 11... 12... 13... 14... 15...  
 16... 17... 18... 19... 20...  
 21... 22... 23... 24... 25...  
 26... 27... 28... 29... 30...  
 31... 32... 33... 34... 35...  
 36... 37... 38... 39... 40...  
 41... 42... 43... 44... 45...  
 46... 47... 48... 49... 50...  
 51... 52... 53... 54... 55...  
 56... 57... 58... 59... 60...  
 61... 62... 63... 64... 65...  
 66... 67... 68... 69... 70...  
 71... 72... 73... 74... 75...  
 76... 77... 78... 79... 80...  
 81... 82... 83... 84... 85...  
 86... 87... 88... 89... 90...  
 91... 92... 93... 94... 95...  
 96... 97... 98... 99... 100...



## POTTERY

r o w o b e , n e n o r , r  
 f i r n o e d r , b e l e a d o  
 i b e . o n e e a f e d o  
 f - b e , d r n - f i , n e  
 e n b e - n g i r g i r o .  
 b e f . n r e l i n f . n  
 g b e , l b e n r - n e b e  
 n l d o , n e - n e - f  
 n e f i r e - n r n -  
 n e n e n e b e e n e  
 e i n f o n e l - b e n e  
 e l o n r e i n d e f -  
 n e f r e b e b e r - n  
 e f r n e n e



## A VACATION TRIP

- 2 1 0 ! 6 . m d e  
 P . n o , e e 2 j y n  
 . R e m e i - r o m e i  
 - y i ; U r r e i  
 - 2 T m j , ( o d e y  
 1 e , - o d m y 1 2 ,  
 ' y 1 y e , 2 y o ( 6 m  
 o , m ' e i i r y 1 y 1  
 o y 1 y e 1 y o e  
 1 y e 1 y a - m o 1 y o  
 y 1 y e 2 y 1 y 2 y o y  
 1 y 1 - r e - m o o  
 m 1 m o 1 y 1 - 2 y o  
 1 y m o 1 y - o o







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